

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Audits and Court Compliance	POSITION NUMBER 065-346-4161-001			MCR / HCR D/MCR I
DIVISION / UNIT Division of Correctional Policy Research & Internal Oversight Office of Audits and Court Compliance Audits and Operational Data Branch Audits Section	CLASSIFICATION TITLE Senior Management Auditor			
	WORKING TITLE N/A			
	TIME BASE / TENURE Full time/ Permanent	CBID S01	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Sacramento	INCUMBENT Vacant		EFFECTIVE DATE October 2022	

CDCR'S MISSION and VISION**Mission**

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

The Office of Audits and Court Compliance's (OACC) mission is to help CDCR achieve its goals through an objective systematic, disciplined and collaborative approach to evaluate and improve the effectiveness of risk management, promote efficient and effective management of departmental resources, and monitor compliance with court-ordered remedial plans. OACC accomplishes this by identifying departmental risks; analyzing data; and performing audits and reviews. OACC communicates the results through accurate, objective, and timely reports; corrective action plan requests; and follow-up monitoring updates.

GENERAL STATEMENT

Under the general direction and supervision of the Supervising Management Auditor, OACC, the Senior Management Auditor manages, directs, and reviews the work of internal audit staff in CDCR, where the scope of the audits includes significant emphasis on fiscal, management, and operational compliance within the Department.

Typically, audits are focused in the areas of: contract compliance, fiscal reviews, assessments of internal controls, and programmatic evaluations. Audits also typically focus in the following departmental areas: parole operations, rehabilitative programs, business services, facility operations, administrative oversight, facility planning, and construction management.

The incumbent will ensure all audits are performed in accordance with applicable laws, audit standards, policies, and procedures; including, the guidelines contained in the auditor series definition.

The Senior Management Auditor directly supervises a team of Staff Management Auditors.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	<p>Plan, organize, and direct the work of a group of audit teams performing audits focused in the areas of: contract compliance, fiscal reviews, assessments of internal controls, and programmatic evaluations primarily in the following departmental areas: parole operations, rehabilitative programs, business services, facility operations, administrative oversight, facility planning, and construction management.</p> <p>Oversee the activities of the audit staff performing medium to large-size audits including sensitive and complex audits of programs and activities administered by the department.</p> <p>As a second line supervisor, the incumbent is responsible for identifying and implementing audit program changes when necessary, making policy decisions, and interpreting and communicating departmental policies to executive management.</p> <p>In addition, the incumbent may act as the department's representative reporting to executive management and line staff, the key program issues that require follow-up and resolution for the implementation of a corrective action plan.</p>
30%	<p>Responsible for quality control of projects through review of working papers, audit reports, management memos, and correspondence. Review audit plans and audit programs developed by audit staff assigned to the audit. Also, review completed audit reports for accuracy, completeness, objectivity, risk, and adherence to relevant auditing standards. Maintain a high level of professionalism when dealing with issues and communicating with people at all levels.</p>
20%	<p>Develop audit schedules and allocate work assignments. Conduct entrance and exit conferences on a statewide basis at various institutions, contractors' offices, and other entities within the purview of CDCR. May represent the CDCR Deputy Director (as delegated) at professional and technical committees, conferences, and workshops concerning governmental accounting, auditing, and evaluations. Participate in annual job-related training and other training as required by Generally Accepted Government Auditing Standards.</p>
10%	<p>Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.</p>
5%	<p>Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.</p>

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.
- This position requires the incumbent to exercise good judgment; be professional, flexible, and diplomatic; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. The Senior Management Auditor must work cooperatively and professionally with internal and external stakeholders; work

efficiently and effectively in a team environment; and effectively communicate (written/verbal/listening) with staff and other stakeholders.

- Physical Requirements: requires prolonged sitting; and the ability to operate standard office equipment such as, but not limited to, a personal computer (desktop or laptop) and document systems (copier, facsimile, scanner). Must be able to lift up to 25 pounds including personal overnight luggage, office issued laptop, and audit materials.
- Attendance: must maintain consistent and regular attendance.
- **This position may require up to 15% travel statewide and overnight may be required.**

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE